



SUMMARY FINANCIAL REPORT
IEEE SPONSORED or CO-SPONSORED CONFERENCES

See reverse side for instructions on how to complete this form
Revised 28 July 1997

1. Full title of Conference: _____ 2. Dates of Conference: _____

3. Location of Conference (full name & address): _____

4. Indicate type of report by checking one box: ☐ BUDGET ☐ INTERIM REPORT ☐ FINAL REPORT

5. All Income and expense figures below must be in U.S. Dollars. For Conferences held outside the U.S.A., indicate here the local currency (e.g., Swiss Francs) and the conversion rate used (local currency units per 1 U.S. Dollar) and date.

LOCAL CURRENCY: _____ CONVERSION RATE: _____ DATE OF CONVERSION RATE: _____

INCOME	BUDGET	INTERIM REPORT	FINAL REPORT
6. Registration Fees	\$ _____	\$ _____	\$ _____
7. Conference Publication Sales	_____	_____	_____
8. Exhibits	_____	_____	_____
9. Social Functions	_____	_____	_____
10. All Other Conference Receipts	_____	_____	_____
11. Total Conference Income	\$ _____	\$ _____	\$ _____
12. Conference Loans	_____	_____	_____
13. Total Receipts	\$ _____	\$ _____	\$ _____

EXPENSE	BUDGET	INTERIM REPORT	FINAL REPORT
14. Promotion	\$ _____	\$ _____	\$ _____
15. Conference Publications	_____	_____	_____
16. Exhibits	_____	_____	_____
17. Social Functions	_____	_____	_____
18. Administration	_____	_____	_____
19. All Other Conference Expenses	_____	_____	_____
20. Total Conference Expense	\$ _____	\$ _____	\$ _____
21. Loan Repayments	_____	_____	_____
22. Total Outlays	\$ _____	\$ _____	\$ _____

SURPLUS / (LOSS)

23. Total Receipts (13) \$ _____ 24. Total Outlays (22) \$ _____

25. Surplus (Loss)-(Item 23 Less Item 24): \$ _____

POST CONFERENCE DISTRIBUTION: SURPLUS (LOSS) IN ITEM 25 TO BE DISTRIBUTED AS FOLLOWS:

CO-SPONSOR ENTITY	% SHARE	\$ AMOUNT DISTRIBUTED
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____

CONFERENCE FINANCIAL INSTITUTION:

Name of Bank: _____

Address: _____

Conference Account Title: _____ Account #: _____

Have you requested IEEE Conference Insurance? ☐ Yes ☐ No

AUDITOR:

Name: _____ Tel.# () _____

Address: _____

SUBMITTED BY:

Name: _____ Tel. # () _____

Address: _____

Conference Position: _____

CONFERENCE SIGNATURE: _____ Date: _____

APPROVAL SIGNATURES:

SOCIETY: _____ Date: _____

REGION/
SECTION/
CHAPTER

Date: _____

Attach a list of Conference Officers and Committee Members

RETURN TO: IEEE CONFERENCE SERVICES, 445 HOES LANE, P.O. BOX 1331, PISCATAWAY, N.J. 08855-1331, U.S.A.

Keep a Copy for your Records

INSTRUCTIONS FOR COMPLETING REVERSE SIDE OF THIS FORM
(Summary Financial Report)

This form is only to be completed for conferences which are financially Sponsored or Co-Sponsored by an IEEE entity. If there is no financial involvement by an IEEE entity, this form should not be completed and the fact of no financial involvement should be so indicated on the IEEE Conference Information Schedule Form.

1. **Conference Title.** Enter the exact complete title of the conference.
2. **Dates of Conference.** Spell out or abbreviate the month and use numeric designation for the days and year. For example: Oct. 8-10, 19__.
3. **Location of Conference.** Enter name of hotel or conference center, street address, city, state, postal code and country.
4. **Type of Report.** Indicate whether the report is a budget, interim or final report by checking the appropriate box.
5. **Local Currency and Conversion Rate.** Check your local newspaper for conversion rate on date this report is completed.
6. **Registration Fees.** Enter total revenues from both advance and on-site conference registration for members, and non-members.
7. **Conference Publication Sales.** Enter total revenues from sales of conference proceedings at the conference, and the sale of proceedings for post conference sales.
8. **Exhibits.** Enter the total conference income from the sales of conference. If there is no projected income from the sale of exhibit space, enter a zero amount in this space.
9. **Social Functions.** Enter income from all social functions associated with the conference, e.g. lunches, dinners or any social outing, such as a tour. Enter a zero if none are planned.
10. **Other.** Enter the total projected income from all other sources that are not part of the previous items. Enter a zero if there is none projected. Omit advance loans from this item.
11. **Total Conference Income.** Add the previous five general categories of income to get the total income.
12. **Conference Loans.** Enter the total amount of loans that were advanced to the conference.
13. **Total Receipts.** Add advance loans and total income to get total receipts.
14. **Promotion.** Enter total promotional costs for all advance publicity, mailings and printing of final conference programs. This figure should include printing costs, IEEE mailing label charges and postage.
15. **Conference Publications.** Enter total costs for the printing of the conference proceedings. This figure should include the printing costs for the proceedings that are distributed at the conference, as well as the printing costs of the proceedings that will be supplied to IEEE for post conference sales. In addition, costs for supplying author kits and any shipping charges associated with the production of the conference proceedings should be included in the total publication expense.
16. **Exhibits.** Enter total expenses for exhibits at the conference. Exhibits' cost figure should include space rental, material, labor and set-up costs.
17. **Social Functions.** Enter total expense for all social functions, meals, inspection trips, spouse programs, etc., that are associated with the conference. Include all basic service charges for each function.
18. **Administration.** Enter total administration costs for the conference. This figure should include salary costs for secretarial and general services; audio visual or projection operator services; equipment rental; insurance and bonding; stationery, postage and printing costs; telephone and telegraph services, and other projected costs for conference support activities. Refer to the Conference Detailed Financial Report for a breakdown of these administrative expenses.
19. **All Other Conference Expenses.** Enter total of all other expenses that are not included in the previous categories.
20. **Total Conference Expense.** Add the previous six general categories of expense to get the total expense.
21. **Loan Repayments.** Enter the amount of advance loans that are to be repaid.
22. **Total Outlays.** Add total expense and loans to be repaid to get total outlays.
23. **Total Receipts.** Enter amount in Item 13.
24. **Total Outlays.** Enter amount in Item 22.
25. **Surplus (Loss).** Subtract total outlays from total receipts to arrive at total surplus (loss) for the conference.

POST CONFERENCE DISTRIBUTION

Enter the total amount of funds that are to be distributed among the Co-Sponsoring IEEE entities and other organizations, after all advanced loans have been repaid. Co-sponsor/%Share/\$Distributed. List the Co-Sponsors and their % share of financial benefit or obligation. This % share is listed on the IEEE Conference Information Schedule form. Compute the \$ distribution of surplus (or loss obligation) and enter the values, which should total up to the net surplus or loss in item 25.

PLEASE NOTE THAT IRS REQUIREMENTS MANDATE THAT ALL CONFERENCE NET SURPLUS FUNDS BE DEPOSITED IN AN IEEE ENTITY ACCOUNT PRIOR TO BEING ADVANCED TO A SUCCEEDING YEAR'S CONFERENCE.

CONFERENCE FINANCIAL INSTITUTION

Enter the complete name and address of the bank with which the conference has a checking account, the title of the account and the account number. If the conference has accounts at more than one bank, list all of this information for each additional bank. Use a separate sheet of paper.

INSURANCE

Submission of Request for Conference Insurance form is mandatory for IEEE to provide necessary insurance coverage.

AUDITOR

Enter the complete name and address of auditor. NOTE: IEEE Policy Statement 10.22 requires that all IEEE Sponsored/Co-Sponsored conferences with actual or budgeted income or expense of \$100,000 or more be audited by an independent professional outside source. Conferences with less than \$100,000 in revenues or expenses will be audited on a rotational basis by IEEE's Operations Audit Department. If not selected for audit by OA, an audit should be conducted by a committee.

SUBMITTED BY

Type or print name of conference official who has completed the form, along with address, telephone number and position. Sign and date the form.

APPROVAL SIGNATURES

Please submit completed Budget/Final Financial Report with the required authorized signatures of the sponsoring Society, Region, Section or Chapter.

**NOTE: BE SURE TO COMPLETE AND RETURN ALL FINANCIAL FORMS TOGETHER
("SUMMARY REPORT", "PART I: INCOME", "PART II: EXPENSE" AND "SOCIAL FUNCTIONS").**

DETAILED FINANCIAL REPORT - PART I: INCOME
IEEE SPONSORED or CO-SPONSORED CONFERENCES
Revised 28 July 1997

This form should be completed only for IEEE Sponsored or Co-Sponsored Conferences. The care taken in filling out this report will lead to a more accurate projection of your Conference's net surplus or loss.

Full title of Conference: _____ Dates of Conference: _____

INCOME

REGISTRATION FEES

REGISTRATION FEES						
	Quantity	Fee	Budget	Interim Report	Final Report	
In Advance-Members	_____ X _____	= \$ _____	\$ _____	\$ _____	\$ _____	
In Advance-Non-Members	_____ X _____	= _____	_____	_____	_____	
In Advance-Reduced Rate	_____ X _____	= _____	_____	_____	_____	
At Conference-Members	_____ X _____	= _____	_____	_____	_____	
At Conference-Non-Members	_____ X _____	= _____	_____	_____	_____	
At Conference-Reduced Rate	_____ X _____	= _____	_____	_____	_____	
TOTAL REGISTRANTS		Total \$	\$	\$		

CONFERENCE PUBLICATION SALES

To Members	_____ X _____	= \$ _____	\$ _____	\$ _____
To Non-Members	_____ X _____	= _____	_____	_____
To Headquarters	_____ X _____	= _____	_____	_____
TOTAL COPIES	_____	Total \$ _____	\$ _____	\$ _____

EXHIBITS

Tables	_____ X _____	= \$ _____	\$ _____	\$ _____
Booths	_____ X _____	= _____	_____	_____
Booths	_____ X _____	= _____	_____	_____
	_____ X _____	= _____	_____	_____
	_____	Total \$ _____	\$ _____	\$ _____

SOCIAL FUNCTIONS

(Itemize by event on separate sheets.) **Total \$** _____ \$ _____ \$ _____

ALL OTHER

(List here or attach details)

_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
	Total \$ _____	\$ _____	\$ _____

TOTAL INCOME \$ _____ \$ _____ \$ _____

CURRENCY

May be expressed either in U.S. Dollars or local currency. State here the currency utilized in above computations, e.g., U.S. Dollars, Swiss Francs, etc. Currency utilized: _____. In the event a currency other than the U.S. Dollar is utilized, it will be necessary to convert to U.S. Dollars - at the current conversion rate- when submitting your final Summary Financial Report to IEEE.

NOTE: BE SURE TO COMPLETE AND RETURN ALL FINANCIAL FORMS TOGETHER: SUMMARY REPORT; PART I: INCOME; PART II: EXPENSE AND SOCIAL FUNCTIONS

RETURN TO: IEEE CONFERENCE SERVICES
445 HOES LANE, P.O. BOX 1331, PISCATAWAY, NJ 08855-1331, U.S.A.
Keep a Copy for your Records



DETAILED FINANCIAL REPORT - PART II: EXPENSE
IEEE SPONSORED or CO-SPONSORED CONFERENCES
Revised 28 July 1997

This form should be completed only for IEEE Sponsored or Co-Sponsored Conferences. The care taken in filling out this report will lead to a more accurate projection of your Conference's net surplus or loss.

Full title of Conference: _____
Dates of Conference: _____

PROMOTION

Printing/Call for Papers	\$ _____	\$ _____	\$ _____
Printing/Advance Program	_____	_____	_____
Printing/Final Program	_____	_____	_____
Mailing Lists/Labels	_____	_____	_____
Postage	_____	_____	_____
Other _____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

CONFERENCE PUBLICATION

Conference Record/Digest Printing	\$ _____	\$ _____	\$ _____
Author Kits Printing	_____	_____	_____
Shipping to Site and IEEE Hqtrs.	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

EXHIBITS (*Attach detailed statement of all expenses necessary to mount and display exhibits.*)

Total	\$ _____	\$ _____	\$ _____
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SOCIAL FUNCTIONS

(*Itemize by event on separate sheets.*) **Total** \$ _____ \$ _____ \$ _____

ADMINISTRATION

Conference Audit Fees	\$ _____	\$ _____	\$ _____
Conf Mgt & Consulting Expenses	_____	_____	_____
Insurance & Bonding	_____	_____	_____
Security & Guard Service	_____	_____	_____
A/V Equip. Rent & Operator	_____	_____	_____
Credit Card Fees	_____	_____	_____
Secretarial Services	_____	_____	_____
Office equip Rental	_____	_____	_____
Misc Materials & Supplies	_____	_____	_____
Registration Materials	_____	_____	_____
Telephone	_____	_____	_____
Transportation	_____	_____	_____
Gratuities, etc. (<i>Attach Details</i>)	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

ALL OTHER

Committee Expenses	\$ _____	\$ _____	\$ _____
Other (<i>Attach Details</i>)	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

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SOCIAL FUNCTIONS
IEEE SPONSORED or CO-SPONSORED CONFERENCES
Revised 28 July 1997

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Full title of Conference: _____
 Dates of Conference: _____

		BUDGET	FINAL REPORT
(1)	COFFEE, PASTRIES, ETC., BETWEEN SESSIONS		
	No. Breaks _____ X No. people _____ x \$/person _____	\$ _____	\$ _____
(2)	LUNCHEONS		
	No. Luncheons _____ X No. people _____ X \$/person _____	\$ _____	\$ _____
(3)	RECEPTIONS		
	No. Receptions _____ X No. people _____ X \$/person _____	\$ _____	\$ _____
(4)	BANQUETS		
	No. Banquets _____ X No. People _____ X \$/person _____	\$ _____	\$ _____
(5)	SPEAKERS HOSPITALITY		
	No. people _____ X \$/person _____	\$ _____	\$ _____
(6)	TRANSPORTATION (<i>courtesy bus, etc.</i>)	\$ _____	\$ _____

Companies providing chartered bus services must submit proof of a current and valid certificate of insurance during the dates of the event with coverage of at least 1 million dollars. A copy of this certificate should be submitted with the IEEE Conference Insurance form. IEEE Insurance coverage does not cover boat or air transportation.

(7) **OTHER SOCIAL FUNCTION EXPENSES** (*specify*) \$ _____ \$ _____

TOTAL SOCIAL FUNCTION EXPENSES \$ _____ \$ _____

SOCIAL COST PER ATTENDEE \$ _____ \$ _____

CURRENCY

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**POST CONVENTION REPORT
IEEE SPONSORED OR CO-SPONSORED CONFERENCES
REQUEST FOR INFORMATION**

Hotel Room rates are negotiated based on volume usage. To determine the amount of business contracted by IEEE for meetings and conferences,

we are asking all Chairs to forward the number of sleeping rooms utilized for each event. By compiling this data, IEEE will be able to provide volume information about IEEE events to all Societies which will aid all members in negotiating better discounts for the benefit of each IEEE meeting or conference.

All hotels and/or Convention & Visitor Bureaus (depending on the size of the event) should be providing each Chair with a Post Convention Report that outlines banquet and audio-visual expenditures in addition to the number of sleeping rooms used by attendees for the conference. If you are not receiving this information, we recommend contacting the hotel or Convention Bureau used by the conference to request this important data.

This information will also be helpful to the next Conference Chair in projecting hotel needs and possible conference attendance for future events.

Name of Conference/Meeting: _____

Meeting dates: _____

Hotel Name: _____

Hotel Address: _____

Hotel Telephone: _____

Room Rate: \$ _____ Single \$ _____ Double

Contracted Hotel Room Block(s):

Day:	MON	TUES	WEDS	TH	FRI	SAT	SUN	MON
Date:								
Rooms Reserved:								
Rooms Utilized:								

Day:	MON	TUES	WEDS	TH	FRI	SAT	SUN	MON
Date:								
Rooms Reserved:								
Rooms Utilized:								

FOR MULTIPLE HOUSING, PLEASE USE ONE SHEET FOR EACH HOTEL UTILIZED

Should you have any questions please contact Mary Ann DeWald, Manager, Conference Services,
phone: (732)-562-3873; e-mail: m.dewald@ieee.org.

DATE: 1 JANUARY 1998